



SOLICITATION AND DISTRIBUTION

I. PURPOSE

To ensure a productive work environment where employees and City operations may function without disruption.

II. SCOPE

This policy applies to all employees and non-employees during work time and while on City-premises.

III. POLICY

Solicitations, including personal e-mail addresses, are not permitted by employees for personal profit during working time or at any time in working areas. An employee may not engage in solicitation of other employees while they are on duty.

Benefits for registered non-profits will be given limited opportunities for solicitation.

IV. GUIDELINES

- A. Solicitation and distribution of literature will be limited to City endorsed functions or activities. Literature for City-sponsored activities should be posted in designated areas.
- B. Distribution of literature is not permitted for personal profit during working time or at any time in working areas.